

CODE OF PROFESSIONAL CONDUCT

RIMPA GLOBAL

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information
Management Profession.

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1 Document Control

| VERSION | DATE | AUTHORS | APPROVAL | COMMENTS |
|---------|------------------|----------------|--------------------|--------------------|
| 1.0 | October 2019 | Petá Sweeney | RIMPA Global Board | |
| 1.1 | February 2024 | Sunshine Craig | | Review |
| 1.2 | February 2024 | Anne Cornish | | Amendments |
| 2.0 | 26 February 2024 | Anne Cornish | RIMPA Global Board | Flying Minute 24/3 |

2 Related Policies, Procedures or Documents

| NUMBER | DOCUMENT NAME | INTERNAL OR EXTERNAL |
|--------|---------------|----------------------|
| 1.0 | Constitution | External |

3 Amendment, Modification or Variation

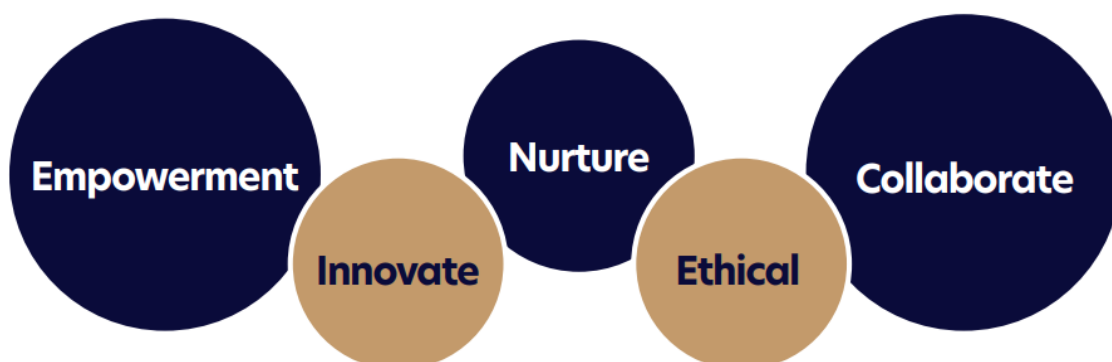
This Code of Conduct is effective from 26 February 2024 and is reviewed every two years.

This Code of Conduct may be amended, varied, or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board.

4 Purpose

This Code of Professional Conduct outlines the standards and principles that all members, employees, and volunteers (RIMPA Global network) of RIMPA Global are expected to adhere to in their professional and business activities. In alignment with the values of RIMPA Global, this commitment to ethical standards nurtures the integrity and credibility of our profession. RIMPA Global's core values emphasise empowerment, ethics, innovation, nurturing, and collaboration, which serve as foundational pillars guiding our RIMPA Global network in achieving excellence in records and information management. By embracing these values, we ensure that our practices meet the expectations of our industry, thereby enhancing the trust and confidence placed in us by the public and our peers.

OUR VALUES:



5 The Code

5.1 Professionalism

RIMPA Global network shall:

- always conduct themselves in a professional manner
- demonstrate competence, fairness, integrity, and responsibility in their professional activities
- strive to consistently enhance their professional skills and abilities.

5.2 Collaboration and Respect in Professional Relationships

RIMPA Global network shall:

- engage in open, honest communication and share knowledge to advance the field of records and information management
- support the professional development of colleagues and contribute to a culture of continuous learning and improvement
- respect diverse perspectives and work collaboratively to resolve conflicts in a constructive manner
- uphold the principles of equity and inclusion, ensuring that all professional interactions are free from discrimination, harassment, and bias when representing RIMPA Global.

5.3 Integrity and Ethics

RIMPA Global network shall:

- perform their professional duties with honesty, integrity, and transparency
- aim to avoid conflicts of interest and make disclosures as required
- ensure that their professional judgment is not compromised by bias or personal interest
- take appropriate action to prevent, assess and report any suspected unethical behaviour or conduct
- comply with RIMPA Global policies and guidelines and accept and value strategic goals.

5.4 Confidentiality

RIMPA Global network shall:

- respect the confidentiality of information acquired during the course of their professional activities
- not disclose confidential information without proper authority or unless there is a legal or professional obligation to do so.

5.5 Competence Innovation and Empowerment

RIMPA Global network shall:

- maintain the necessary knowledge and skill to provide competent professional services, while also embracing innovation to enhance the quality and efficiency of their work
- perform professional services only in areas where they are competent and will benefit the client or employer, ensuring that innovative practices are applied responsibly and ethically
- commit to ongoing professional development, including staying abreast of emerging technologies and innovative methodologies in the field of records and information management, to continuously improve service delivery and meet the evolving needs of clients and employers
- empower themselves and others by creating an environment that supports taking initiative, making informed decisions, and implementing creative solutions to challenges

5.6 Nurturing Professional Growth

RIMPA Global network shall:

- foster a supportive environment that encourages learning, sharing of knowledge, and the adoption of innovative practices
- aim to mentor emerging practitioners, contributing to the professional community through knowledge exchange
- support a culture that values continuous improvement.

5.7 Respect for Others

RIMPA Global network shall:

- treat all colleagues, clients, and other stakeholders with respect and dignity
- promote an environment of inclusivity and diversity, free from harassment and discrimination.

5.8 Compliance with Laws and Regulations

RIMPA Global network shall:

- comply with all applicable laws, regulations, and professional standards when attending RIMPA Global activities or events
- report any illegal or unethical behaviour in their professional environment when attending RIMPA Global activities or events.

5.9 Accountability

RIMPA Global network shall:

- accept accountability for their actions and decisions
- encourage and promote adherence to this code within their professional community.

6 Breaches and Conclusion

Adherence to this Code of Professional Conduct is mandatory for everyone within the RIMPA Global network. Violations may result in disciplinary action, including possible termination from the RIMPA Global network. This code reflects our commitment to upholding the dignity and integrity of our profession and ensuring public trust in the RIMPA Global network.

For management of the violations, refer to the Constitution, accessible via the RIMPA Global website.